

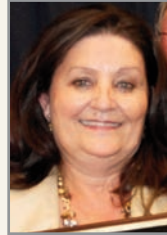
*An informative guide for vendors...*

# DOING BUSINESS *with* ST. CHARLES PARISH



## *Dear Vendors:*

We are pleased to present the following guide on how to do business with St. Charles Parish. We believe this information will help you, the prospective vendor, develop a long-term and successful business relationship with our parish.



**Schmill**

St. Charles Parish consistently remains one of the fastest growing parishes in Louisiana. With the volume of purchases consisting of a variety of commodities and services, it is important that we establish and maintain a listing of qualified vendors that can competitively provide for the demands of a growing parish on the "cutting edge" of progress.

It is our objective to make sure parish procurement activities be conducted with the highest standards of professionalism. These standards provide for impartiality and fairness to vendors while obtaining the greatest possible value for the goods and services needed at the lowest possible cost.

Join us in our pursuit of excellence as we serve the citizens of St. Charles Parish with the level of quality service they rightfully expect and deserve.

*Jill Schmill, CPPB, CPPO*

*Procurement Agent, St. Charles Parish*



## IN THIS GUIDE:

*Learn the methods of parish procurement.*

*Find out where bids and proposals are solicited.*

*Find out how to get on the bidder's list.*

*See an example bidders mailing list application.*

*Updated September 2014*



## ST. CHARLES PARISH OFFICE OF PROCUREMENT

P.O. BOX 302 (15045 RIVER ROAD) HAHNVILLE, LA 70057

PHONE: (985) 783-5000 | FAX: (985) 783-5015

STCHARLESPARISH-LA.GOV | JSCHMILL@STCHARLESGOV.NET

# METHODS OF PROCUREMENT

*In order to seek service providers, the parish uses four methods of procurement: Small purchases, yearly requirement contracts, quotations and competitive sealed bids. Each method is based on the price and size of the service or good provided.*



The user department director authorizes monetary limits to employees to purchase goods and/or services up to \$30,000.00.

The St. Charles Parish Procurement Office reviews requisitions for compliance with Title 38 of Louisiana law.

A purchase order is then issued, and the order is placed. Vendors are not to place any order without a purchase order number.

## SMALL PURCHASES



St. Charles Parish has annual contracts for various frequently used items and services. The contracts are a result of a sealed bid, meaning they are utilized on an as-needed basis throughout the year.

This allows the user department to order products or services directly from the

awarded vendor only after the requisition is reviewed for correctness and completeness.

Should the awarded vendor be unable to provide the contract item or service as stated, the bid may be found non-responsible.

## YEARLY REQUIREMENT CONTRACTS



Purchases of supplies or services between \$8,000 and \$15,000 will require that a request for quotations be made by the user. These may be written or by phone, provided that a written record be made of all quotes.

Purchases of supplies and services between \$15,000 and \$30,000 must have three

written quotations on vendor's letter head.

If three written quotations cannot be obtained, a written explanation giving the reason must be attached to the purchase order with the department director's signature.

## QUOTATIONS



Competitive sealed bids are used when the cost of commodities and services is \$30,000 or greater, there are clear and defined specifications available and cost is the primary basis of award.

Bids are advertised for a minimum of two consecutive weeks in The Herald-Guide

newspaper and online at [www.centralbidding.com](http://www.centralbidding.com).

Bids are reviewed by the St. Charles Parish Procurement Agent. A recommendation is then made to the user department. The final approval for award is made by the St. Charles parish president.

## COMPETITIVE SEALED BIDS

# HOW BIDS ARE SOLICITED

*St. Charles Parish solicits bids in three ways: mailing to vendors on the parish bidder's list, advertising in the St. Charles Herald Guide and posting on the Central Bidding website.*



Mail Solicitation

**B**ids are mailed by the St. Charles Parish Office of Procurement to vendors on the parish's bidder's list when they become available. Bids are only mailed to vendors who provide a relevant commodity or service.



St. Charles Herald-Guide

**B**ids are advertised in the St. Charles Herald-Guide newspaper a minimum of two weeks prior to closing. They also be found at [www.heraldguide.com](http://www.heraldguide.com) under "Legals."



[www.centralbidding.com](http://www.centralbidding.com)

**A**ll bids are solicited online at [www.centralbidding.com](http://www.centralbidding.com). Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities.

## GETTING ON THE BIDDER'S LIST

**V**endors interested in participating in the bidding process may be placed on the St. Charles Parish bidder's list by completing a bidder's application available from the Procurement Office or online at [www.stcharlesparish-la.gov](http://www.stcharlesparish-la.gov).

Vendors will be required to list the commodities and services which they can provide on the application. The vendor will then be placed on the bidder's list for those commodities listed and receive notification when bids become available.

To remain on the bidders list, vendors must maintain an acceptable status of providing goods and services in a responsible manner.

Vendors are responsible for notifying the St. Charles Parish Purchasing Office of changes in address, phone number, commodities, etc.

A vendor may submit a bid without being on the bidder's list; however, the vendor will not receive notification from the parish when a bid becomes available.

### BIDDER'S LIST BENEFITS:

*Vendors receive notifications when bids become available.*

*Vendors are recommended to parish departments for non-bid purchases.*

## GENERAL BUSINESS FREQUENTLY ASKED QUESTIONS

**How do I obtain a business license in St. Charles Parish?** A business or occupational license is obtained from the St. Charles Parish Sheriff's Office (985-783-6237). The occupational licensing process requires a Certificate of Zoning Compliance for the business location from the Planning and Zoning Dept. (985-783-5060), and registration with the St. Charles Parish School Board's Sales and Use Tax Office (985-785-3125).

**How do I obtain a tobacco and/or alcohol license for my business in St. Charles Parish?** Parish alcohol licenses are obtained from the St. Charles Parish Sheriff's Office (985-783-6237). Any businesses wishing to sell alcoholic beverages must meet zoning requirements and location restrictions. You can get more information on these requirements by calling Planning and Zoning (985-783-5060). A state license is also required for any

business selling alcoholic beverages. More information can be found at [www.atc.rev.state.la.us](http://www.atc.rev.state.la.us).

**Q: How do I obtain a contractor's license in St. Charles Parish?** St. Charles Parish does not require licensing or registration for contractors beyond those required by the State Licensing Board for Contractors. For more information, visit [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov).

## **BIDDERS MAILING LIST APPLICATION**

The following constitutes a request by the applicant to be placed on a list of suppliers who will be tendered solicitations to furnish indicated materials/services to the Parish of St. Charles.

**Return this application to:**

**St. Charles Parish President's Office  
C/O Procurement Office  
P.O. Box 302  
Hahnville, LA 70057  
(985) 783-5000 ext. 289  
Fax 985-783-5026**

**APPLICANT'S NAME AND PHYSICAL ADDRESS:**

**TYPE OF ORGANIZATION:**

☐ INDIVIDUAL  
☐ PARTNERSHIP  
☐ CORPORATION - STATE

**FEDERAL ID NO.** \_\_\_\_\_

**AVERAGE NUMBER  
OF EMPLOYEES:** \_\_\_\_\_

**HOW LONG IN  
PRESENT BUSINESS:** \_\_\_\_\_

**ANNUAL DOLLAR SALES  
PAST YEAR (thousands)**  
\_\_\_\_\_ **Under 200**  
\_\_\_\_\_ **Over 200**

**ADDRESS TO WHICH SOLICITATION IS TO BE MAILED:**

**REMITTANCE ADDRESS:**

**PERSONS AUTHORIZED TO GIVE QUOTES AND SIGN BIDS: (LIST MAIN CONTACT PERSON FIRST)**

**NAME**

**OFFICIAL CAPACITY**

**TELEPHONE NUMBER**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**NAME & TITLE OF PERSON AUTHORIZED TO SIGN:**

**SIGNATURE :** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LIST AND/OR ATTACH YOUR COMMODITIES/SERVICES BELOW:**